

# Aviation Consultant Series

## California State Personnel Board Specification

Series established January 12, 1972

### Scope

This series specification describes four Aviation Consultant classes used in the Division of Aeronautics, Department of Transportation.

Schem Code	Class Code	Class
LZ89	5554	Junior Aviation Consultant
LZ90	5673	Assistant Aviation Consultant
LZ80	5672	Associate Aviation Consultant
LZ75	5598	Senior Aviation Consultant

Aviation Consultant Series Specification - Class Titles and Codes

### Definition of Series

The Aviation Consultant series describes work concerned with providing consultation to the public, local agencies, and industry concerning airport/heliport planning, operations, management, and development and enforcing applicable rules and regulations of the Division of Aeronautics, Department of Transportation.

Aviation Consultants advise and assist the public, local agencies, and industry on the technical aspects of airport/heliport planning, development, land use regulations, operations and management, and State and Federal programs of financial assistance to airport development; participate in the preparation of aviation system plans; perform aviation related studies and projects; participate in policy development and implementation; meet with and maintain liaison with aviation groups, civic organizations, and officials of local agencies to assist in developing coordinated community interest in air transportation through the airport/heliport development and planning, aviation education, and aviation safety programs of the Department of Transportation; study proposed airport/heliport sites and make recommendations as to the issuance of permits; conduct safety and noise studies of proposed school sites near existing airports and make recommendations to the State Department of Education; review proposed airport development projects submitted by local agencies requesting State financial assistance and recommend allocation of State funds; evaluate existing airports/heliports to determine physical condition and safety status, and recommend development needs; consult with Aerospace Education representatives on related program development; review and evaluate for impact on aviation safety proposals for construction of buildings and other structures which may affect air navigation; consult with and make recommendations to the Federal Aviation Administration on matters affecting the safe and efficient utilization of airspace; evaluate approaches to airports/heliports; conduct aerial photography flights; prepare special studies and reports for the Director, the Governor, and the Legislature; promote the development of recreational landing sites and special radio-navigation aids; address interested groups on various phases of the Department's aeronautics programs; prepare reports and dictate correspondence; and may operate aircraft to accomplish all or part of the required responsibilities of this series.

### Junior Aviation Consultant

This is the entry and trainee level. Under close supervision, in a learner capacity, incumbents perform the less responsible and difficult work within the aeronautics programs.

### Assistant Aviation Consultant

This is the first journey level. Under general supervision, incumbents are typically given consulting assignments of average difficulty and have responsibilities for aeronautics activities. Incumbents work independently or with others to do special studies of average difficulty or to have charge of a segment of the Department's activities related to aeronautics and they also have a regulatory role in enforcing aeronautics laws and regulations, and do other related work.

## **Associate Aviation Consultant**

This is the full journey level. Incumbents may work independently or in a lead capacity. Under direction, incumbents are assigned the more complex responsibilities for aeronautics program activities. They provide technical assistance to local agencies and airport/heliport operators in the planning, development, and operation of airports/heliports, and perform the more difficult tasks involved in the promotion and development of aeronautics and the aviation industry in California. They also have a regulatory role in enforcing aeronautics laws and regulations. Incumbents provide information on the Department's aeronautical programs to the public, local agencies, industry, special interest groups, the Legislature, and other State agencies; and are responsible for complex special studies or a major segment of the Department's activities relating to aeronautics; and do other related work.

## **Senior Aviation Consultant**

This is the full supervisory level. Under general direction, incumbents may be responsible for planning, organizing, and directing several major elements of the aeronautics program and perform the most complex special studies concerning a particular element of the aeronautics program. Incumbents at this level participate in the formulation of aviation policy; and do other related work.

## **Minimum Qualifications**

### **Junior Aviation Consultant**

A private pilot's certificate. and Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional aviation related qualifying experience such as that described under Pattern II of the Assistant Aviation Consultant may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

### **Assistant Aviation Consultant**

A private pilot's certificate with an airplane and instrument rating. and Either I One year in the California state service performing the duties of a Junior Aviation Consultant.

#### **OR II**

Experience: Two years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility at least equivalent to Junior Aviation Consultant.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

### **Associate Aviation Consultant**

Commercial pilot's certificate with an airplane and an instrument rating. and Either I One year of experience in the California state service performing the duties of an Assistant Aviation Consultant.

#### **OR II**

Experience: Three years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility at least equivalent to an Assistant Aviation Consultant.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

## **Senior Aviation Consultant**

A commercial pilot's certificate with an airplane and instrument rating. and Either I 1. One year of experience in the California state service performing the duties of an Associate Aviation Consultant; or

2. Two years of experience in the California state service performing the duties of an Assistant Aviation Consultant.

### **OR II**

Experience: Four years of responsible experience in airport operations, planning, development, or management involving the interpretation or implementation of aeronautical development policies. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level or responsibility equivalent to Associate Aviation Consultant or two years performing the duties of a class at a level of responsibility equivalent to Assistant Aviation Consultant.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience being equivalent to one year of education.)

## **Knowledge and Abilities**

### **Junior Aviation Consultant**

Knowledge of: The primary techniques and skills used in flying an aircraft; and effective public information techniques.

Ability to: Gather, compile, analyze, and interpret data; reason logically; communicate effectively orally and in writing; and develop and evaluate alternatives.

### **Assistant Aviation Consultant**

Knowledge of: All of the above, and principles and practices in the organization of management of aviation facilities; flight techniques and skills used in flying an aircraft; and Federal and State Aviation Regulations.

Ability to: Do all of the above, and stimulate community interest and participate in establishing and maintaining an aeronautical program adapted to local needs; recognize potentially hazardous conditions at airports/heliports, in approaches to airports/heliports, and flight patterns; secure cooperation and maintain effective working relationships with persons interested in aeronautical programs; encourage, inspire, and coordinate various work programs of numerous committees and public and private agencies; prepare clear and concise correspondence and reports; and analyze situations accurately and take effective action.

### **Associate Aviation Consultant**

Knowledge of: All of the above, and principles and practices in the planning and developing of airport systems; administration of the California financial airport aid systems; provisions of the Federal Airport Grant Program; California law as it applies to aeronautics; and general principles of the operation of State, county, city, and special government districts in California.

Ability to: Do all of the above, and identify the need for and provide creative thinking related to complex aviation problems.

## Senior Aviation Consultant

Knowledge of: All of the above, and principles and trends in air transportation; principles and techniques of effective personnel management and supervision; principles of program budgeting; and a Supervisor's role in equal opportunity, safety and health, and labor relations, and the processes available to meet these program objectives.

Ability to: Do all of the above, and plan, organize, and direct the work of others; present the Department's views and recommendations to the Legislature on aviation matters; plan and recommend budgeting for the Division's program goals; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## Additional Desirable Qualifications

### All Levels:

Demonstrated interest in and enthusiasm for the development of aeronautics; willingness to travel throughout the State; and willingness to accept assignments in offices throughout the State.

## Class History

Class	Date Established	Date Revised	Title Changed
Junior Aviation Consultant	05/20/1986	--	--
Assistant Aviation Consultant	06/18/1954	05/20/1986	05/20/1986
Associate Aviation Consultant	01/24/1948	05/20/1986	05/20/1986
Senior Aviation Consultant	09/26/1968	05/20/1986	05/20/1986
Aviation Consultant Series History - Dates Established, Revised, and Title Changed			

Updated 6/3/2012